



# Example of MEP Coordinator Job Description

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Our company is looking to fill the role of MEP coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for MEP coordinator

- Meets weekly with teachers to plan lessons and provide feedback
- Coordinates communication to maintain maximum student enrollment and attendance among students
- Provides facility coordination for the UFG campus that will promote a comfortable, inviting and safe working environment for all UFG employees
- Daily MEP Coordination
- Assist with building automation system
- Assist with administration of fire system
- Assist with preventative maintenance program
- Responsible for coordination and support of all MEP, ICT and BHS design elements for the Project
- Direct coordination with Airport Operator and Client
- Responsible for coordination and communication of all related issues to the design team

## Qualifications for MEP coordinator

- Experience working with Architect teams and designing different typologies of buildings
- International experience including regulation ASHRAE, NFPA
- BIM technology knowledge
- Fluent in technical English

- Eligible to obtain passport